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**REGIONAL SEMINAR FOR NATIONAL OBSERVATORIES IN THE CARIBBEAN
RAMADA GEORGETOWN PRINCESS HOTEL
Georgetown, Guyana
April 4-5, 2018**

DRAFT INFORMATION BULLETIN

1. Venue and Date

The Regional Seminar for National Observatories in the Caribbean will be held in Georgetown, Guyana from April 4-5, 2018 at the following venue:

**Ramada Georgetown Princess Hotel
Tract BS, Block Z
Plantation Providence
East Bank Demerara
Guyana
Tel: 011-592-265-7004**

2. Coordination:

CICAD/OAS

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CARICOM Secretariat

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Ms. Khematti Williams

Administrative Assistant

Directorate of Human and Social Development Directorate

CARICOM Secretariat

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Email: khematti.williams@caricom.org

3. Registration and Accreditation of Participants

Participants may register in person at the Registration Desk in the Roraima Conference Hall from 8 a.m. on Wednesday, 4 April, 2018.

4. Travel Arrangements

CARICOM will cover the cost of one round trip economy class airfare via the most direct route, and per diem for meals, hotel accommodation, and terminal expenses for participants.

5. Visa Requirements

Participants are responsible for fulfilling the necessary entry requirements established by the Government of Guyana. Participants who require a visa to enter the country must contact the Guyana Consulate in their respective countries or the nearest consular office.

6. Hotel Accommodation

Participants are encouraged to stay at the **Ramada Georgetown Princess Hotel** where the meeting will be held. Hotel reservations may be secured utilizing the code: **73532**

Standard Single Room (Single/Double Occupancy) - US\$110 + 14% VAT

Standard Double Room (Single/Double Occupancy) - US\$130 + 14% VAT

Executive Single Room (Single/Double Occupancy) - US\$150 + 14% VAT



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NOTE: Please note that the RAMADA only accepts **cash and Visa credit** cards at the front desk upon check-in. **Bank of America Visa cards and Mastercard are NOT accepted.**

CARICOM will issue all non-local participants with per diem to cover accommodation and meals. Rooms will be blocked at the Ramada and **participants MUST make their reservations directly with the hotel as soon as possible** by contacting:-

Ms. Ambika Singh
Sales and Marketing Executive
Ramada Georgetown Princess Hotel
Providence EBD, Guyana SA.
Office: 592-265-7004 Ext 206
Line: 592-265-7030

Email: salesrep2@ramadageorgetown.com

7. Airport Transportation

At the time of making hotel reservations, participants may also request the RAMADA Hotel to arrange taxi service to and from Airport.

8. Please see below CARICOM's per diem procedures and policies.

CARICOM: Participants will receive per diem for three (3) nights from the CARICOM Secretariat (CCS); however, the number of nights may vary depending on travel itineraries.

Participants **MUST** retain and present all original boarding passes in order to receive per diem payments which will be disbursed as follows:

- (i) On arrival at the Meeting and on presentation of their incoming boarding pass(es), participants will be paid seventy-five (75%) percent of the per diem;
- (ii) On return to their home destination, participants are required to submit by email, a scanned copy of their return boarding pass(es) to khematti.williams@caricom.org.



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The original should be immediately mailed (by secure means) to:

Mr. Raphael Forde
Senior Clerk, Finance
Caribbean Community Secretariat
Turkeyen
Greater Georgetown, GUYANA

(iii) The CARICOM Secretariat will disburse via wire transfer the remaining twenty- five per cent (25%) of the per diem within 10 days of receipt of the original return boarding passes. Participants must ensure that wire transfer details are completed and returned to CCS, as directed.

(iv) Failure to follow the above instructions will result in payment delays for which the Secretariat cannot be held responsible.

9. Meals

Complimentary Breakfast is included in the room rate at the Ramada Georgetown Princess Hotel.

Lunch: Participants are responsible for their lunch which can be purchased at the hotel for approximately US \$12 (twelve United States dollars).

Dinner: Participants are responsible for their dinner.

The Royal Restaurant Teppanyaki and Sushi is the only of its kind in Guyana, with live culinary entertainment by skilled international Japanese Chefs.

10. Communication

The Ramada will provide complimentary internet access (Wi-Fi) to hotel guests in all guest rooms, restaurants and the lobby area. Wi-Fi at the Ramada Georgetown Princess Hotel will also be complimentary. Participants will be responsible for all telephone calls, laundry and fax use for the duration of their stay.

11. Other Information of Interest

Electrical Current



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The electrical current is 240 volts.

Weather

There are two rainy seasons in Guyana: early May to mid-July and late November to late January. Additionally, temperatures in Guyana are very stable during the whole year, and may vary from as low as 25 degrees (Celsius) to as high as 33 degrees (Celsius).

Currency

The local currency is the Guyanese Dollar (GYD) and the exchange rate is USD \$1.00 is equivalent to GYD \$207.00

Other Hotel Features

Amenities include Wi-Fi Internet, 24hrs room service, Air Conditioning, Hot & Cold Water, Coffee/Tea Station, Flat Screen with Cable TV, Mini Fridge, Telephone, Safety Deposit Box, Work Desk with Lamp, Iron and Board, Hair Dryer, Wake Up Service and Ramada Toiletries. All guests can enjoy the use of the largest Hotel Pool in Guyana. There is also on-site Casino, Movie Theatre, Business Centre, Games Arcade, Fun Park, Spa and Coffee Bar to add to the guests' leisure.

Business hours

Standard business hours are from 8:00 am to 4:00/4:30 pm for Government and most other offices from Monday to Thursday. Friday from 8:00 am to 3:30 pm.

Banking hours vary:

8:00 am to 2:00 pm, Mondays to Thursdays

8:00 am to 2:30 pm, Fridays

<https://www.export.gov/article?id=Guyana-Local-Time>

12. Code of Conduct

The CICAD's Code of Conduct can be found attached to this information bulletin in both Spanish and English.